



ACHIEVEMENT IN MONTANA

Quick Reference Guide

Fall 2008 Fall Attendance Collection – File Upload

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

Enrollment Summary Report: The **Enrollment Summary Report** counts students by **School**, **Race/Ethnicity** and **Gender**.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the **Enrollment Summary** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select **Generate Report**.

Ad Hoc Filter Report: Lists students actively enrolled on the day the report is generated.

On the **TOOLBAR** select the 08-09 **Year** and select a **School**. From the **NAVIGATION TOOLS**, expand the **Ad Hoc Reporting** module. Select **Data Export**.

Expand the **School Users Saved Query Wizard Filter**. Select **student Active Enrollment as of Today**. Pick an **Export Format**. Click **Export**. The report will generate a list of actively enrolled students, by name, for the school selected.

Student Population by Ethnicity (male/female/total)

School	Grade	Asian American or Pacific Islander	Hispanic or Latino	White	Black or African American	Native Hawaiian or Other Pacific Islander	Total
World Family School	Grade 01	0000	0000	1001	0000	0000	1001
World Family School	Grade 02	0000	0000	1001	0000	0000	1001
World Family School	Grade 03	0000	0000	1001	0000	0000	1001
World Family School	Grade 04	0000	0000	1001	0000	0000	1001
World Family School	Grade 05	0000	0000	1001	0000	0000	1001
World Family School	Grade 06	0000	0000	1001	0000	0000	1001
World Family School	Grade 07	0000	0000	1001	0000	0000	1001
World Family School	Grade 08	0000	0000	1001	0000	0000	1001
World Family School	Grade 09	0000	0000	1001	0000	0000	1001
World Family School	Grade 10	0000	0000	1001	0000	0000	1001
World Family School	Grade 11	0000	0000	1001	0000	0000	1001
World Family School	Grade 12	0000	0000	1001	0000	0000	1001
World Family School	Grade K	0000	0000	1001	0000	0000	1001

Student Population Excluding White not of Hispanic Origin

School	Year	Percentage
World Family School	08	40.21%



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EDITING STUDENT INFORMATION (OPTION 1)

Enrolling New Students:

Students new to the district (transfer students, students entering school for the first time) need to have a State Student ID located or assigned and an enrollment record created.

Select the 08-09 Year and the School from the **TOOLBAR**.

From the **INDEX**, expand **Student Information** and select **Student Locator**. Type in the First Name, Last Name and Gender of the student. Click **Search**.

A list of potential matches will appear on the right. If the student is a match, click on that student's name. Enter the student's demographic and enrollment information. Click **Save**.

If the Student Locator returns "No matches found", or if the student's name does not match those listed, click **Create New Student**. Enter the student's demographic and enrollment information. Click **Save**.

Note: See "Using Student Locator" at the end of this Quick Reference Guide.



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EDITING STUDENT INFORMATION (OPTION 1)

Changes to Demographic Information:

If a student has an error in demographic information (misspelled **Name**, wrong **Birthdate**, error in **Race/Ethnicity**, missing **Student Number** (local ID)), those changes can be made under **Census**.

From the **NAVIGATION TOOLS**, select **Census** and **People**. Make any changes on the **DEMOGRAPHICS** tab. I

If the student has a legal name change, click on the **IDENTITIES** tab. Select **New**. Enter the student's new last name and all other demographic information. Click **Save**.

The student will now have two identity records, with the most current record being the name displayed on the *User Interface* and all other reports. A search for the student under either name will yield a match.



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EDITING STUDENT INFORMATION (OPTION 1)

Changes to Enrollment Information:

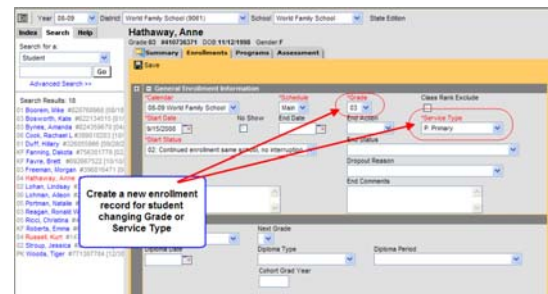
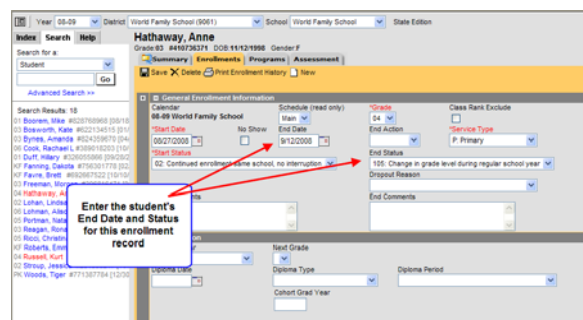
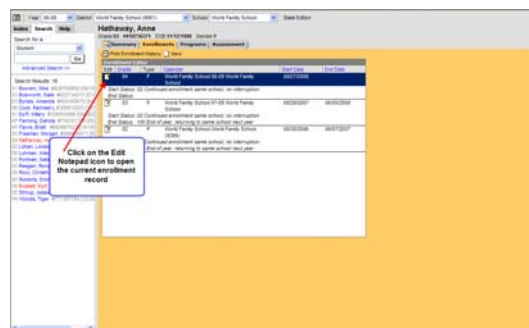
If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make those changes in the student's enrollment record.

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon. Edit the enrollment information and click **Save**.

If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record needs to be created.

Enter the student's **End Date** and **End Status** (105: *Change in grade level during regular school year*) for the current enrollment record. Click **Save**.

Select **New** and enter the student's **Start Date** and **Start Status** (02: *Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.





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EDITING STUDENT INFORMATION (OPTION 1)

Changes to Program Participation Information:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields**. Enter and/or make changes to any of the state reported data elements.

Expand the **Special Ed Fields**. Enter and/or make changes to **Special Ed Status**.

Click on the Edit Notepad icon to open the current enrollment record

Enter and/or make changes to the State Reporting and Special Ed Fields



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Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Student Demographic File:

Extract the *Student Demographic* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.

SD	09/22/2008	08:35:58	MT9_1					
SD 9061	15	Moore	Alecia	F	09/08/1995	05		
SD 9061	11	Russell	Kurt	M	03/17/1999	01		
SD 9061	5	Portman	Natalie	F	06/09/1998	03		
SD 9061	14	Stroup	Jessica	F	10/23/2000	04		
SD 9061	6	Lohman	Alison	F	09/18/1996	05		
SD 9061	3	Lohan	Lindsay	F	07/03/2001	05		
SD 9061	13	Duff	Hillary	F	09/28/2001	01		
SD 9061	9	Cook	Rachael	F	10/04/1996	05		
SD 9061	12	Hathaway	Anne	F	11/12/1998	01		
SD 9061	8	Ricci	Christina	F	02/12/1998	02		
SD 9061	16	Bosworth	Kate	F	01/02/2000	05		
SD 9061	7	Rodriguez	Michelle	F	07/12/1996	05		
SD 9061	4	Bynes	Amanda	F	04/03/2000	02		
SD 9061		Boore	Mike	F	08/18/2002	05		

Results:

File Name: SD_9061_09222008.csv
Processing Started Time: Mon Sep 22 08:38:57 MDT 2008.
Processing Finished Time: Mon Sep 22 08:39:02 MDT 2008.
Total Time To Process File: 4.25 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

[Click here](#) to download the Student Demographics file with these new ids.

Error Count: 0
Warning Count: 0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings



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Quick Reference Guide

Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Student Enrollment File:

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

ID	09/22/2008	10:26:14	MT9.1				
EN	9061	9399	1	756301778	1	Fanning Dakota	P 08/27/2008 01
EN	9061	9399	1	609355549	2	Roberts Emma	P 08/27/2008 01
EN	9061	9399	1	284866247	5	Stroup Jessica	P 08/27/2008 02
EN	9061	9399	1	317891368	6	Lohan Lindsay	P 08/27/2008 02
EN	9061	9399	1	326055866	3	Duff Hillary	P 08/27/2008 02
EN	9061	9399	1	828768968	4	Boorem Mike	P 08/27/2008 02
EN	9061	9399	1	627128379	27	Reagan Ronald	P 08/27/2008 06
EN	9061	9399	1	184012616	11	Portman Natalie	P 08/27/2008 02
EN	9061	9399	1	294521875	14	Lohman Alison	P 08/27/2008 02
EN	9061	9399	1	389018203	13	Cook Rachael	P 08/27/2008 02
EN	9061	9399	1	410736371	9	Hathaway Anne	P 08/27/2008 02
EN	9061	9399	1	415512566	12	Ricci Christina	P 08/27/2008 02
EN	9061	9399	1	622134515	8	Bosworth Kate	P 08/27/2008 02
EN	9061	9399	1	824359670	7	Bynes Amanda	P 08/27/2008 02
EN	9061	9399	1	396816471		Freeman Morgan	P 08/27/2008 01
EN	9061	9399	1	771387734		Woods Tiger	N 08/27/2008 01
EN	9061	9399	1	692667522		Favre Brett	P 09/15/2008 04
EN	9061	9399	1	147841322		Russell Kurt	P 08/27/2008 02

Results:

File Name: EN_9061_09222008.csv
 Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.
 Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008.
 Total Time To Process File: 1.688 seconds.

0 Records Inserted.
 14 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:0

Warning Count:0

Error Detail:

Line Number	Error Message	Content
No Errors		

This tells you how many errors you have and where those errors are

Warning Detail:

Line Number	Warning Message	Content
No Warnings		



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Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Program Participation Data:

Extract the *Program Participation* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

ID	Date	Time	Student Name
PP 9061	9399	1	756301778
PP 9061	9399	1	609355549
PP 9061	9399	1	326055866
PP 9061	9399	1	828768968
PP 9061	9399	1	284866247
PP 9061	9399	1	317891368
PP 9061	9399	1	824359670
PP 9061	9399	1	622134515
PP 9061	9399	1	410736371
PP 9061	9399	1	184012616
PP 9061	9399	1	415512566
PP 9061	9399	1	389018203
PP 9061	9399	1	294521875
PP 9061	9399	1	627128379
PP 9061	9399	1	396816471
PP 9061	9399	1	147841322
PP 9061	9399	1	771387784
PP 9061	9399	1	692667522

Import Results Summary

Results:

- File Name: PP_9061_09222008.tsv
- Processing Started Time: Mon Sep 22 11:01:42 MDT 2008
- Processing Finished Time: Mon Sep 22 11:01:45 MDT 2008
- Total Time To Process File: 2.328 seconds

14 Records Inserted.
28 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings

This tells you how many errors you have and where those errors are



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EDITING STUDENT INFORMATION (OPTION 3)

Student Demographic File:

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(*.txt)* file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race/Ethnicity
SD	9061		15	Moore	Alecia			F	09/08/1995	05
SD	9061			Russell	Kurt			M	03/17/1999	01
SD	9061		11	Portman	Natalie			F	06/09/1998	03
SD	9061		5	Stroup	Jessica			F	10/23/2000	04
SD	9061		14	Lohman	Alison			F	09/18/1996	05
SD	9061		6	Lohan	Lindsay			F	07/03/2001	05
SD	9061		3	Duff	Hillary			F	09/28/2001	01
SD	9061		13	Cook	Rachael	Lee		F	10/04/1996	05
SD	9061		9	Hathaway	Anne			F	11/12/1998	01
SD	9061		12	Ricc	Christina			F	02/12/1998	02
SD	9061		8	Bosworth	Kate			F	01/02/2000	05
SD	9061		16	Rodriguez	Michelle			F	07/12/1996	03
SD	9061		7	Bynes	Amanda			F	04/03/2000	02
SD	9061		4	Boorem	Mike			F	08/18/2002	05

```

HD 09/22/2008 08:35:58 MT9.1
SD 9061 15 Moore Alecia F 09/08/1995 05
SD 9061 Russell Kurt M 03/17/1999 01
SD 9061 11 Portman Natalie F 06/09/1998 03
SD 9061 5 Stroup Jessica F 10/23/2000 04
SD 9061 14 Lohman Alison F 09/18/1996 05
SD 9061 6 Lohan Lindsay F 07/03/2001 05
SD 9061 3 Duff Hillary F 09/28/2001 01
SD 9061 13 Cook Rachael Lee F 10/04/1996 05
SD 9061 9 Hathaway Anne F 11/12/1998 01
SD 9061 12 Ricc Christina F 02/12/1998 02
SD 9061 8 Bosworth Kate F 01/02/2000 05
SD 9061 16 Rodriguez Michelle F 07/12/1996 03
SD 9061 7 Bynes Amanda F 04/03/2000 02
SD 9061 4 Boorem Mike F 08/18/2002 05
  
```



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Student Demographic File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.



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EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment File:

Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD tab Date – MM/DD/YYYY – tab Time – 00:00:00 tab Version – MT9.1) Save the file.

District	School	Calendar	Student's Name	Last Name	First Name	Service Type	Start Date	End Date	Drop Date
EN	1001	9999	1 75031779	Fanning	Dakota	P	08/27/2008	01	
EN	1001	9999	1 62995549	Roberts	Emma	P	08/27/2008	01	
EN	1001	9999	1 26486247	Olson	Jessica	P	08/27/2008	02	
EN	1001	9999	1 317891368	Lohan	Linley	P	08/27/2008	02	
EN	1001	9999	1 33056966	Duff	Hilary	P	08/27/2008	02	
EN	1001	9999	1 62076968	Booren	Mika	P	08/27/2008	02	
EN	1001	9999	1 627128379	Reagan	Ronald	P	08/27/2008	06	
EN	1001	9999	1 184212616	Portman	Natalie	P	08/27/2008	02	
EN	1001	9999	1 264521875	Lohman	Allison	P	08/27/2008	02	
EN	1001	9999	1 300818203	Cook	Rachael	P	08/27/2008	02	
EN	1001	9999	1 410736371	Hallway	Anna	P	08/27/2008	02	
EN	1001	9999	1 419512566	Ricci	Christina	P	08/27/2008	02	
EN	1001	9999	1 622134515	Boesworth	Kate	P	08/27/2008	02	
EN	1001	9999	1 624399670	Byrnes	Amanda	P	08/27/2008	02	
EN	1001	9999	1 396816471	Freeman	Morgan	P	08/27/2008	01	
EN	1001	9999	1 771307784	Woods	Tiger	N	08/27/2008	01	
EN	1001	9999	1 602667522	Farr	Britt	P	08/27/2008	04	
EN	1001	9999	1 147841322	Russell	Kurt	P	08/27/2008	02	

District	School	Calendar	Student's Name	Last Name	First Name	Service Type	Start Date	End Date	Drop Date
EN	1001	9999	1 75031779	Fanning	Dakota	P	08/27/2008	01	
EN	1001	9999	1 62995549	Roberts	Emma	P	08/27/2008	01	
EN	1001	9999	1 26486247	Olson	Jessica	P	08/27/2008	02	
EN	1001	9999	1 317891368	Lohan	Linley	P	08/27/2008	02	
EN	1001	9999	1 33056966	Duff	Hilary	P	08/27/2008	02	
EN	1001	9999	1 62076968	Booren	Mika	P	08/27/2008	02	
EN	1001	9999	1 627128379	Reagan	Ronald	P	08/27/2008	06	
EN	1001	9999	1 184212616	Portman	Natalie	P	08/27/2008	02	
EN	1001	9999	1 264521875	Lohman	Allison	P	08/27/2008	02	
EN	1001	9999	1 300818203	Cook	Rachael	P	08/27/2008	02	
EN	1001	9999	1 410736371	Hallway	Anna	P	08/27/2008	02	
EN	1001	9999	1 419512566	Ricci	Christina	P	08/27/2008	02	
EN	1001	9999	1 622134515	Boesworth	Kate	P	08/27/2008	02	
EN	1001	9999	1 624399670	Byrnes	Amanda	P	08/27/2008	02	
EN	1001	9999	1 396816471	Freeman	Morgan	P	08/27/2008	01	
EN	1001	9999	1 771307784	Woods	Tiger	N	08/27/2008	01	
EN	1001	9999	1 602667522	Farr	Britt	P	08/27/2008	04	
EN	1001	9999	1 147841322	Russell	Kurt	P	08/27/2008	02	



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EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Enrollments**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.



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EDITING STUDENT INFORMATION (OPTION 3)

Program Participation Data:

Download the Excel Template, **Student Program Participation**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	DELTE rows 1, 2, and 3 prior to saving on a text/tab delimited file.																
2	First 1	First 2	First 3	First 4	First 5	First 6	First 7	First 8	First 9	First 10	First 11	First 12	First 13	First 14	First 15	First 16	
3	Record Type (PT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	First Initial	Food/Reduced Lunch	SPEED Status	Part B Early Intervening Services Start Date	Part B Early Intervening Services End Date	Section SGA	Title 1 Participation	Title 1 Reading	Title 1 Math
4	PP	9061	9399	1	526056666	3	Duff	Hillary	R	Y				N	N	N	N
5	PP	9061	9399	1	602760680	4	Booren	Mike	F	N				N	N	N	N
6	PP	9061	9399	1	622124616	8	Bosworth	Vida	R	N				Y	N	N	N
7	PP	9061	9399	1	624396670	7	Bynes	Amanda	N					N	N	N	N
8	PP	9061	9399	1	317891360	6	Lohan	Lindsay	N	N				N	N	N	N
9	PP	9061	9399	1	248486247	5	Shoup	Janissa	N					N	N	N	N
10	PP	9061	9399	1	380018203	13	Cook	Rachael	F	N				N	N	N	N
11	PP	9061	9399	1	410736371	9	Halfaway	Anne	N	N				N	N	N	N
12	PP	9061	9399	1	294621875	14	Lubman	Alexon	F	N				N	N	N	N
13	PP	9061	9399	1	120032172	15	Moore	Alicia	F	N				N	N	N	N
14	PP	9061	9399	1	184012616	11	Purman	Natalie	R	Y				N	N	N	N
15	PP	9061	9399	1	416512566	12	Rice	Christina	N					N	N	N	N
16	PP	9061	9399	1	719082099	16	Rodriguez	Michelle	F	N				N	N	N	N
17	PP	9061	9399	1	147841322		Russell	Kurt	F	N				N	N	N	N
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ACHIEVEMENT IN MONTANA

Quick Reference Guide

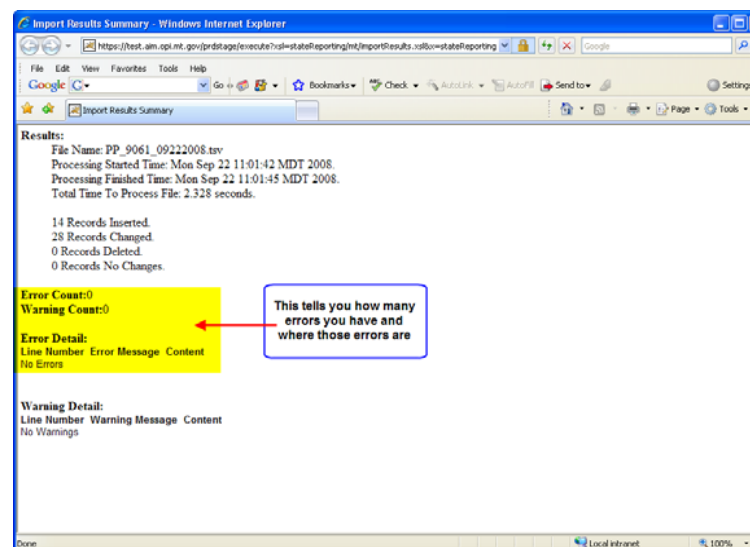
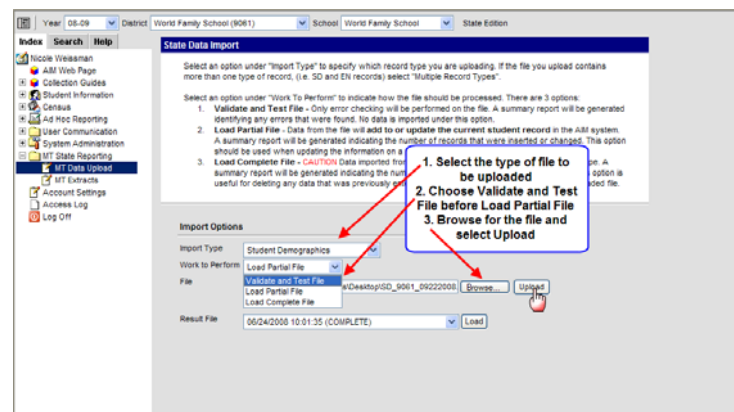
Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Program Participation Data:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Program Participation**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.



Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 1)

Extract the *Attendance – Fall Count* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Attendance – Fall Count*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

[illegible]

Results:
File Name: AF_9061_09302008.tev
Processing Started Time: Tue Sep 30 08:27:43 MDT 2008.
Processing Finished Time: Tue Sep 30 08:27:43 MDT 2008.
Total Time To Process File: 0.531 seconds.

0 Records Inserted.
18 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

This tells you how many errors you have and where those errors are

Warning Detail:
Line Number Warning Message Content
No Warnings

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Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 2)

Download the Excel Template, **Student Fall Attendance**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DELETE rows 1, 2, and 3 prior to saving as a text/tab delimited file.																
2	Row 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12					
3	Record ID (RF)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Fall Abs: Absent	Fall Abs: 10 Days Absent	Grade	Hours of Instruction	Year				
4	AF	9001	9399	1	756301776	1	Fanning	Dakota	0.000	N	F	2009					
5	AF	9001	9399	1	609095545	2	Roberts	Enma	0.000	N	F	2009					
6	AF	9001	9399	1	126065996	3	Duff	Hilary	0.000	N	F	2009					
7	AF	9001	9399	1	626768968	4	Baerem	Mike	0.000	N	F	2009					
8	AF	9001	9399	1	264866247	5	Sroun	Jessica	0.000	N	F	2009					
9	AF	9001	9399	1	317891368	6	Lekhan	Lindsay	0.000	N	F	2009					
10	AF	9001	9399	1	624329670	7	Gyenes	Amenda	0.000	N	F	2009					
11	AF	9001	9399	1	622134516	8	Bosworth	Kate	0.000	N	F	2009					
12	AF	9001	9399	1	410736371	9	Hathaway	Anna	0.000	N	F	2009					
13	AF	9001	9399	1	184012616	11	Potzman	Natalie	0.000	N	F	2009					
14	AF	9001	9399	1	416126516	12	Rizzo	Christina	0.000	N	F	2009					
15	AF	9001	9399	1	380018033	13	Coak	Rachael	0.000	N	F	2009					
16	AF	9001	9399	1	294521875	14	Lehman	Alison	0.000	N	F	2009					
17	AF	9001	9399	1	627126375	27	Ragan	Ronald	0.000	N	F	2009					
18	AF	9001	9399	1	396816141		Freeman	Morgan	0.000	N	F	2009					
19	AF	9001	9399	1	147841322		Russell	Kurt	0.000	N	F	2009					
20	AF	9001	9399	1	771387704		Woods	Tiger	0.000	N	F	2009					
21	AF	9001	9399	1	652686752		Fane	Brett	0.000	N	F	2009					
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AF	9061	9399	1	756301778	1	Fanning Dakota	0.000	N	F		200	
AF	9061	9399	1	609355549	2	Roberts Emma	0.000	N	F		200	
AF	9061	9399	1	326055866	3	Duff Hillary	0.000	N	F		200	
AF	9061	9399	1	828768968	4	Boorem Mike	0.000	N	F		200	
AF	9061	9399	1	1284866247	5	Stroup Jessica	0.000	N	F		200	
AF	9061	9399	1	31787368	6	Lohan Lindsay	0.000	N	F		200	
AF	9061	9399	1	824359670	7	Bynes Amanda	0.000	N	F		200	
AF	9061	9399	1	622134515	8	Bosworth Kate	0.000	N	F		200	
AF	9061	9399	1	140736371	9	Hathaway Anne	0.000	N	F		200	
AF	9061	9399	1	184021616	11	Portman Natalie	0.000	N	F		200	
AF	9061	9399	1	141551566	12	Ridgely Christina	0.000	N	F		200	
AF	9061	9399	1	389018203	13	Cook Rachael	0.000	N	F		200	
AF	9061	9399	1	294521875	14	Lohman Alison	0.000	N	F		200	
AF	9061	9399	1	627128379	27	Reagan Ronald	0.000	N	F		200	
AF	9061	9399	1	396816471		Freeman Morgan	0.000	N	F		200	
AF	9061	9399	1	147841322		Russell Kurt	0.000	N	F		200	
AF	9061	9399	1	77133784		Woods Triger	0.000	N	F		200	
AF	9061	9399	1	69266752		Favre Brett	0.000	N	F		200	



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REPORTING FALL ATTENDANCE (OPTION 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Attendance – Fall Count**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Results:

File Name: AF_9061_09302008.tev
Processing Started Time: Tue Sep 30 08:27:43 MDT 2008.
Processing Finished Time: Tue Sep 30 08:27:43 MDT 2008.
Total Time To Process File: 0.531 seconds.

0 Records Inserted.
18 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings



Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 3)

Default All Students to Full Time Enrolled:

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Extracts**.

From the **Extract Type**, select **Attendance – Fall Count**. **Format** should default to **State Format (TSV)**. Select the school(s) from the current year's calendar.

Click **Generate Extract**. Save the file.

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Data Upload**. From the **Import Type**, select **Attendance – Fall Count**. From the **Work to Perform**, select **Load Partial File**. Browse for the file and select **Upload**.

Note: This process defaults all students to full-time enrollment. If you have students who are less than **Full Time enrolled**, see the next slide to correct **Aggregate Hours** for those students.



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REPORTING FALL ATTENDANCE (OPTION 3)

Adjustments to Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the **Attendance and Enrollment Information**. If the student is less than full time enrolled, change the **Aggregate Hours** from *F: 720+ hours* to the student's actual enrollment status.

Full Time – *F: 720+ hours*

Three-Quarter Time – *T: 540-719 hours*

Half Time – *H: 360-539 hours*

One-Quarter Time – *Q: 180-359 hours*

Less Than One-Quarter Time – *N: 0-179 hours*

Click **Save**.



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REPORTING FALL ATTENDANCE (OPTION 3)

Entering Fall Absent Information:

From your local student information system, generate a list of all students absent on the *Count Date* (October 6, 2008).

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Type the name of a student or click **Go** for a list of all students. Select a student who was absent on the *Count Date*. Click on the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** icon. Expand the **State Reporting Fields**. Scroll down to the **Attendance and Enrollment Information**. Enter the student's absence in the **Fall Absent** field (e.g., full absence = 1.000, half-day = 0.500).

If a student was absent 11 or more consecutive days prior to and including the *Count Date*, enter 1.000 for **Fall Absent** and check the **Exclude Fall ANB – 10 Day Rule** box.


Click **Save**.



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 Appendix B: Enrollment End Status		
CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 th grade student enters High School when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.



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CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.



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CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.



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CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		



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 Appendix C: Dropout Reason Codes		
CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.



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CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.



Fall 2008 Fall Attendance Collection – File Upload

USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplicate of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate that student's State ID number.



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EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the File Menu , click Save As . In the Save as type box, choose <i>Text (tab delimited)(*.txt)</i> . Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose Control Panel, Folder Options . Click on the View tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK.